Interagency Committee for
OUTDOOR RECREATION

APPLICATION

NOVA:

NONHIGHWAY AND OFF-ROAD VEHICLE ACTIVITIES PROGRAM

2003 E&E PROJECTS

5e

JANUARY 23, 2003

CONTENTS

INSTRUCTIONS

Introduction

This booklet contains the instructions and blank forms needed to complete an Interagency Committee for Outdoor Recreation (IAC) grant application.

Most of this information may also be submitted on-line using IAC's computerized PRoject Information SysteM (PRISM). A few application items cannot be submitted on-line. These include maps, plans, evaluation question responses, etc., which must be delivered to the address below.

Contacting IAC, Application Submission Address

Interagency Committee for Outdoor Recreation
Natural Resources Building
1111 Washington Street
P.O. Box 40917
Olympia, WA 98504-0917

Phone (360) 902-3000
FAX (360) 902-3026
TDD (360) 902-1996
E-mail/info@iac.wa.gov

Internet Web Page ~ http://www.iac.wa.gov/

Applicability

Not all forms/elements in this booklet are applicable to every grant proposal. Complete only the information that applies to your project. The checklist, page 7, should help you determine which documents we require.

Related Information

Related information is contained in:

‣ *Planning Policies* (Manual 2)
‣ *Application: Nonhighway and Off-Road Vehicle Activities Program ~ Off-Road Vehicles and Nonhighway Roads* (Manual 5n)
‣ *NOVA Program: Nonhighway Road Projects* (Manual 12)
‣ *NOVA Program: Education-Enforcement* (Manual 13)
‣ *NOVA Program: Off-Road Vehicle Projects* (Manual 14).

NOVA: Application Process Flow Chart

Applicant: Application Materials Sent to IAC
(*Unbound, not folded:* **Due October 1, 2003**)

IAC: Sends Notice of Completion or Deficiencies
(Usually within four weeks of the application deadline)

IAC: Applicant Contact & Possible On-Site Inspection
(Occurs as early in the application cycle as possible)

Applicant: Project Review Meetings
(By appointment only: November 4-7, 2003, Olympia*)*

Applicants: Plan & Technical Completion Deadline
(Final plans due: December 1, 2003)
(Technical Completion: December 12, 2003)

IAC: Evaluation
(Project applications scored by review team: January 2004)

IAC: Funding Meeting
(February – March 2004, Olympia)

Applicant: Post Approval Materials
(Due **no later** than June 27, 2004)

Applicant: Successful Applicant's Workshop
(For funded applicants: April 13-14, 2004)

Application Process

1. *Send Application Materials to IAC.* Assemble the completed and *unbound* forms, maps, plans, visuals, and evaluation question responses (described below) and deliver flat/unfolded to IAC (address above). Do not send faxes. Retain at least one copy of all materials for your records. **IAC will return applications that are illegible or postmarked after the due date.**

   If you apply on-line via PRISM, you must input and "submit" the required data by the deadline. Remaining materials (application authorization, maps, plans, visuals, etc.) must be postmarked by the application deadline.

2. *Notice of Completion/Deficiencies.* After receipt and review of the application, IAC will send you an application checklist, current program schedule, and a copy of your Project Summary and Cost Estimate. This generally occurs within a month of the application deadline.

3. *Applicant Contact and Possible On-Site Inspection.* As early in the funding cycle as possible, an IAC Project Manager will contact each applicant to review project application information. IAC Project Managers may visit project sites.

4. *Project Review Meetings* (PRM). IAC conducts PRMs in various locations around the state to allow applicants an opportunity to gain valuable information that can increase chances for funding. At these meetings, applicants present the technical aspects of their projects to IAC staff and NOVA advisory committee members who will make suggestions for improvements. Participation is *highly* recommended and by appointment only.

   Applicants may use any combination of the following presentation formats:

   a. 35mm photographic slides using Kodak compatible slide carousels.

   b. PowerPoint® presentations. Applicants may bring PowerPoint presentations on the day of the PRM *or*, to save set-up time at the meeting and ensure compatibility, provide to IAC by October 31, 2003.

   c. Overheads or non-electronic formats such as mounted graphics, maps, site plans, photos, flip charts, etc.

   d. VHS Video.

5. *Final Plans, Technical Completion Deadline.* Shortly after the PRM(s), two deadlines occur. First, final comprehensive plans (which establish eligibility) are due. The second is the technical completion deadline, by which time *all* application material must be complete, in final form, and received by IAC. By this date, you must have provided IAC with 12 complete Evaluation Packets (page 6).

6. *Evaluation.* The NOVA Advisory Committee reviews and scores all projects submitted for funding. Once this review is complete,

committee members come together in an open public meeting to assess the results. Any interested person may attend this meeting, but only evaluation team members and IAC staff may address project issues. This process results in a ranked list of projects used by staff to develop a funding recommendation for IAC's board.

7. *Funding Meeting.* Projects are presented by IAC's staff to IAC's board at a public meeting. Following this presentation, staff recommends projects for funding and interested persons are given an opportunity to comment. After discussion, IAC's board makes its funding decision.

8. *Post Approval Materials – Milestones.* Successful E&E applicants must provide IAC with a *Milestone Worksheet.* Milestones are used to help manage projects, determine the project reimbursement period, and set the project completion date included in the Agreement.

   The completed worksheet must be returned within **90 days** of funding approval, although we encourage its return earlier so we can distribute signed Project Agreements at the Successful Applicant Workshop(s).

9. *Successful Applicant Workshops.* After the funding meeting, IAC conducts a Successful Applicant Workshop. A representative from each agency awarded a grant must attend. At this meeting IAC:

   a. Describes procedures for funded projects.
   b. Explains information included in the Project Agreement.
   c. Discusses reimbursement procedures.
   d. Distributes Project Agreements to applicants that have completed all post approval requirements.
   e. Addresses other pertinent issues.

Application Materials

Grant application materials must be submitted (postmarked) to IAC by October 1, 2003. Refer to the checklist on page 7 for further deadline information.

A *complete* grant application consists of:

1. *The completed blank forms in this booklet*. We ask your cooperation in completing these forms. While we understand the applicant's desire for simplicity, we also understand the public's need to know "where the money goes." You may also apply on-line via your local Internet connection with IAC's PRoject Information SysteM (PRISM).

2. *Maps.* Applicants must submit separate maps detailing a project's regional and site location/patrol area(s) *or* one map that shows the required features for both. IAC uses these maps for project review and evaluation purposes.

   a. *Regional location map* – Shows the location of the project in a geographic region of the state. Submit a county map, city

map, national forest map, etc. The regional map should identify the county, incorporated areas, Interstate highways, major rivers, and other features so IAC staff can locate the worksite to within 5 to 10 miles.

b. *Site location/patrol map* – Shows the specific location where patrols will occur. This map must show the project in relation to highways, local roads/streets, landmarks, etc. If possible, show the site boundaries on the map. National Forest maps work well for this description.

3. *Visuals* (optional). *Submit* visuals that help describe your project: photos, drawings, charts, graphs, etc. IAC staff and evaluators use visuals as an aid in better understanding your proposal.

4. *Evaluation Question Responses.*

a. *Team Scored Evaluation Questions.* Applicants must submit written responses to the team scored evaluation criteria in IAC Manual 13 (*NOVA Education and Enforcement*). At your request, IAC staff will review/critique your response to these questions. To obtain this review, submit a written draft to your IAC project manager by December 3, 2003.

Responses must be in the following format:

i. White paper, 8½ x 11 inch, with 1 inch margins.

ii. Use a font such as Ariel or Times Roman, 12 point size.

iii. Submit no more than four single-sided or two double sided pages.

iv. On the top of each page print the applicant and project name and the date written.

v. For each question, and in order, print the question's number, followed by the question, and then your answer. Each question must have its own separate answer.

b. *IAC Staff Scored Evaluation Question.* Do not respond to this question. It is scored by IAC staff using materials submitted with the application.

5. *Resolution – Local Agencies Only.* To ensure the governing board supports the project, provide an original or copy of the Authorizing Resolution approving the request for IAC funding assistance. See page 16, *NOVA Authorizing Resolution* for more information.

Instructions for NOVA E&E Evaluation Packets

Applicants must ensure 12 evaluation packets, as noted below, are in IAC's office by the December 12, 2003 Technical Completion Deadline.

1. Collate and paper clip the packets (do not staple or otherwise bind).

2. All items in the packet **must** be on 8 ½ x 11 inch paper. This includes cover page, maps, plans, visuals, and evaluation question responses. All items must be unfolded and flat. To reduce the amount of paper, we encourage double-sided copies when possible.

3. Each packet must contain only the following items **in the order** specified:
    a. Cover page – stating applicant and project name, IAC number.
    b. Maps. One map may serve more than one purpose. That is, one page may show the project's regional location and site/patrol location.
        i. Regional location map.
        ii. Site/patrol location map.
    c. Visuals (maximum of two one-sided or one two-sided pages).
    d. Written evaluation question responses – team scored questions only: submit a maximum of four single sided or two double-sided pages. See instructions in Manual 13, *NOVA Program: E&E* and answer questions 1-6, in Section 4.

For each project, IAC staff will provide evaluators with the latest Project Summary, Cost Estimate, and Evaluation Packet.

Matching and Donated Resources

Project sponsors can match a portion of the grant award by contributing resources to the project. Matching resources may include bonds, grants, labor, equipment, materials, etc. All matching resources must be an integral and necessary part of the approved project. IAC's policies regarding valuation of donations and corrections labor are in Appendix A, page 17.

Nonhighway and Off-Road Vehicle Activities Program
Application Checklist ~ E&E Projects

✓	Item	Page	Required	Due
	Application Authorization Memo (original signature required; form may be printed from PRISM)	Page 9	✓	10/1
P	1-General Application Information	Page 10	✓	10/1
	2-Sponsor / Organization Information	Page 10	✓	10/1
R	3-Project Contact	Page 11	✓	10/1
	4-Description of Project	Page 11	✓	10/1
I	5-Funding Request	Page 12	✓	10/1
	6-Cost Estimates—E&E	Page 13	✓	10/1
S	7-Application Questionnaire	Page 14	✓	10/1
	8-Location Information	Page 15	✓	10/1
M	9-Project Duration	Page 15	✓	10/1
	Maps (region, location/patrol area(s))	Applicant Creates	✓	10/1
	Visuals	Applicant Creates	Optional	10/1
E V A L.	Project Review Meeting Graphics – (If using PowerPoint, bring to meeting or e-mail to IAC by 10/31/03)	Applicants Creates	✓	11/4 – 11/7
	Evaluation Packets	Applicant Creates	✓	12/12/03
	10-Authorizing Resolution (Local agencies)	Page 16	✓	

Application Forms

Application E&E Authorization Memorandum ~ 2003

TO: Interagency Committee for Outdoor Recreation (IAC)
        P.O. Box 40917
        Olympia, Washington 98504-0917

FROM: _____

                (name)

IAC is hereby requested to consider this application for financial assistance for the outdoor recreation or habitat conservation project(s) described below and to grant funding from such State and Federal sources as may be available. This application has been prepared with full knowledge of and in compliance with IAC's Manuals. Further, we agree to cooperate with the IAC by furnishing such additional information as may be necessary to execute an IAC Project Agreement and to adhere to all appropriate state and federal statutes governing grant monies under the Project Agreement. We are aware that the grant, if approved, will be paid on a reimbursement basis. We agree that all application materials, including photos, slides, site drawings, maps, etc., may be used by IAC for education, information, or other non-commercial purposes in IAC publications, presentations, or on IAC's web site.

Project Name(s):   _____

(Attach list   _____

if necessary)   _____

           _____

           _____

           _____

           _____

Project Contact Person:

  Name: _____

  Title: _____

  Telephone Number: _____

I/we certify that to the best of our knowledge, the information in this application is true and correct. In addition, I/we certify that the matching resources identified in the grant are committed to the above project. I/we acknowledge responsibility for supporting all non-cash commitments and donations should they not materialize.

Authorized Representative: _____
           (signature)   *(date)*

1. General Application Information

Project Name	
Program	[ ] NOVA—E&E (Education and Enforcement)
Project Type	[ ] Education

2. Applicant / Organization Information
Complete one for each sponsor.

Organization Name

Organization Type (check one)

[ ] City/Town	[ ] Federal Agency	[ ] Open Space	[ ] Port District
[ ] County	[ ] Law Enforcement	[ ] Parks Dept	[ ] Public Utility District
[ ] Engineering / Public Works	[ ] Native Am Tribe	[ ] Park District	[ ] State Agency

Organization Address

Address

City/Town

State, Zip

Telephone

FAX

Email address

3. Project Contact
Complete one for each contact.

Mr. [ ]   Ms. [ ]   First Name   Last Name

Title

Contact Type (all projects require a "Project Manager" contact)

    [ ] Project Manager   [ ] Billing   [ ] Land Specialist

    [ ] Alternate Project Manager   [ ] Consultant   [ ] Planner

    [ ] Agreement   [ ] Engineer/Architect

Contact Mailing Address

    Address

    City/Town

    State, Zip

    Work Phone

    FAX

    Other Phone

    Email address

4. Description of Project

This description becomes part of a one-page project summary made available to legislators, IAC staff and board, evaluators, and members of the public. *Please edit it carefully – ask someone to review it. Be clear, concise and thorough.* Just state your project's objectives and the anticipated results/benefits. Additional information may include: partnerships groups and organizations supporting the project, previous or anticipated phases, unique attributes, etc. IAC's database limits the space for this narrative to 1500 characters, including spaces. We will delete text that exceeds this limit.

5. Funding Request
Remember to update this section whenever changes are made to your cost estimates.

A. Total Project Cost $_____ **(A)**

Sponsor Match

Appropriation/Cash	$ _____
Bonds - Council	$ _____
Bonds - Voter	$ _____
Cash Donations	$ _____
Conservation Futures	$ _____
Donated Equipment	$ _____
Donated Labor	$ _____
Donated Land	$ _____
Donated Materials	$ _____
Donated Property Interest	$ _____
Federal Grant	$ _____
Force Acct - Equipment	$ _____
Force Acct - Labor	$ _____
Force Acct - Materials	$ _____
Grant - Other	$ _____
Local Improvement Dist (LID)	$ _____
State Grant	$ _____

B. Total for Sponsor $_____ **(B)**

C. IAC Funding Request (grant requested) $_____ **(C)**
   E&E – Equipment total limited to $30,000 in any 2-year period; each FTE limited to $54,000 per year

- **A = B + C. Total Project Cost is the grant request plus the sponsor match.**

- "A" *must* be the total of your E&E cost estimates from the pages which follow.

- Many applicants find it is best to complete the cost estimate(s), beginning on the next page, *before* completing the funding request.

The "Total Project Cost" ("A") must equal the total from the Cost Estimates on the following pages.

6. E&E: Education Cost Estimates
Complete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Capital Outlay					
ATV	Each			Describe	
Camera(s)	Each			Describe	
Cellular phone	Each			Describe	
Computer equipment	Each			Describe	
Motorcycle	Each			Describe	
Radios	Each			Describe	
Sound/metering equipment	Each			Describe	
Trailer	Each			Describe	
Vehicle	Each			Describe	
Vehicle enforcement equipment	Each			Describe	
Communications					
Advertising	Lump sum			Optional	
Communications - other	Lump sum			Optional	
Postage	Lump sum			Optional	
Printing, binding, copying	Lump sum			Optional	
Telephone	Lump sum			Optional	
Insurance					
General Insurance	Lump sum			To/From	
Liability Insurance	Lump sum			To/From	
Professional Services					
Consultant(s)	Lump sum			Optional	
Professional services - other	Lump sum			Optional	
Repairs & maintenance	Lump sum			Optional	
Rentals & Leases					
Equipment rental	Lump sum			Optional	
Meeting rooms	Lump sum			Optional	
Rentals & leases - other	Lump sum			Describe	
Storage	Lump sum			Optional	
Vehicle lease	Lump sum			Optional	
Salaries & Benefits					
Salary and benefits - 1	Hours			Title	
Salary and benefits - 2	Hours			Title	
Salary and benefits - 3	Hours			Title	
Salary and benefits - 4	Hours			Title	
Salary and benefits - 5	Hours			Title	
Salary and benefits - 1	Lump sum			Describe	
Salary and benefits - 2	Lump sum			Describe	
Signing					
Boundary signs	Each			Optional	
General park signs	Lump sum			Optional	
Miscellaneous signs	Lump sum			Optional	
Rules and regulations	Lump sum			Optional	
Signing - other	Lump sum			Describe	
Traffic/directional signs	Lump sum			Optional	
Trailhead/bulletin board signs	Lump sum			Optional	

6. E&E: Education Cost Estimates

Complete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Supplies					
Clothing / laundry	Lump sum			Optional	
Computer software	Lump sum			Describe	
Forms, maps, stationery	Lump sum			Optional	
General supplies	Lump sum			Optional	
Publications	Lump sum			Optional	
Small tools and minor equipment	Lump sum			Optional	
Stakes and flagging	Lump sum			Optional	
Supplies - other	Lump sum			Describe	
Transportation/Travel					
Fuel	Gallons			Optional	
Mileage	Rate			Miles	
Per diem	Each			Optional	
Transportation/travel - other	Lump sum			Describe	
Vehicle use	Rate/month			Optional	
Utility Service					
Utility service - other	Lump sum			Optional	
Water, gas, sewer, electric, etc	Lump sum			Optional	
Column Sub-Total					
Sales Tax					
TOTAL COSTS					

7. NOVA: Application Questions
E&E Applicants Must Answer The Following Questions

Who will be responsible for administration, design, and/or implementation of this project
(i.e. in-house staff, paid consultants, contractors, volunteers, other agency staff, etc.)? Explain:

Who is the current owner of the project property?

Is there, or will there be, any significant public access or use restrictions? If yes, explain:

Does the project request include replacement costs associated with equipment? For example: paying funds into an
equipment replacement account. If yes, describe:

8. Location Information

Provide directions that will enable IAC staff to find the project.

Current landowner(s) of the site (name and address) – optional.

9. Project Duration

All Applicants Must Answer This Question

	One Year (✓)	Two Years (✓)
Is the funding request for this project for one or two consecutive years?		

10. NOVA: Authorizing Resolution

Local Agencies only – May be reproduced on your own paper; text may not change.

Organization Name_____Resolution No._____

Project Name(s)_____

A resolution authorizing application(s) for funding assistance for a Nonhighway and Off-Road Vehicles Activities Program (NOVA) project to the Interagency Committee for Outdoor Recreation (IAC) as provided in Chapter 46.09 RCW, Nonhighway and Off-Road Vehicles Activities Program.

WHEREAS, our organization has approved a comprehensive plan that includes this project area; and

WHEREAS, under the provisions of NOVA, state funding assistance is requested to aid in financing the cost of an Education and Enforcement program, and

WHEREAS, our organization considers it in the best public interest to complete the education and enforcement project described in the application;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The _____ [*MAYOR, DIRECTOR, PRESIDENT, ETC*] be authorized to make formal application to IAC for funding assistance;

2. Any fund assistance received be used for implementation of the project referenced above;

3. Our organization hereby certifies that its share of project funding is committed and will be derived from

    _____

    _____[*SPONSOR MATCHING RESOURCES*];

4. We acknowledge that we are responsible for supporting all non-cash commitments to the sponsor share should they not materialize; [*if applicable*]

5. This resolution becomes part of a formal application to IAC; and

6. We provided appropriate opportunity for public comment on this application.

This resolution was adopted by our organization during the meeting held:

Location_____Date_____

Signed and approved by the following authorized representative:

Signed _____

Title _____Date_____

Attest:_____

Approved as to form _____

Appendix A: Valuing Donations, Corrections Labor

INTRODUCTION

This section summarizes policies regarding a sponsor's donation to a project for purposes of matching an IAC grant.

‣ All donations must be an integral and necessary part of an approved project.

‣ The maximum reimbursed by the IAC shall never exceed the cash expended on the project.

‣ All donations must be documented for billing purposes.

‣ Except for cash, all donations must be in one of the following categories.

Donated Equipment

1. Definition–The use of equipment for project purposes with no financial reimbursement.

2. Valuation must be determined by the actual cost of operating the equipment within the project area, but may not exceed the hourly rental value. Valuation rates may be established in two ways:
   a. Through publications that provide the national or regional average rates for construction equipment, or
   b. Through the rates set by nearby federal, state, or local agencies that own the same equipment.

3. In cases where the value of specific equipment cannot be determined by the above methods, the applicant/sponsor should seek IAC staff approval of an additional equipment classification. The request to IAC should include the equipment description, recommended hourly/daily/weekly rate, and information that supports the recommended rate.

4. Under no circumstances will IAC allow equipment donations to exceed the replacement value of the equipment.

5. Equipment shall always be valued at the most economical rate – hourly, daily, weekly, etc.

6. Equipment with a replacement value of less than $200 may not be valued for equipment donation purposes.

7. Use of personal vehicles shall always be valued at a "per mile" cost not to exceed $0.30 a mile. IAC staff will periodically review and adjust the mileage rate.

8. Stock shall be valued at no more than $45/day/per animal.

9. Equipment operator services must be valued separately and listed as Donated Labor.

10. Equipment use will not be considered donated if the donor is reimbursed for routine maintenance costs such as oil changes, tune ups, and lubrication.

Donated Labor
1. Definitions:
   a. Donated Labor—The services provided by a person who works for no financial reimbursement for their time.
   b. Professionally Skilled—The services provided by a person who has obtained a professional or technical certification, completed advanced training, has made a living performing those activities, or has such extensive work experience in the activity that the sponsor can reasonable justify (and document) valuing the individual's time at a higher value.

2. Who May Provide. Donated labor may be furnished by professional and technical personnel, consultants, and other skilled and unskilled workers.

3. Unskilled Labor. In January of each year, IAC staff will set the maximum labor rate that can be used by sponsors when valuing unskilled donated labor. The rate shall be within the 25th to 75th percentile of the statewide wage for "Landscaping and Grounds-keeping Workers" as determined by the Employment Security Department (ESD). The current rate is $11.00.

4. Skilled Labor. Volunteers professionally skilled in the work they are doing can be valued at the hourly rate (total mean wage) for that profession as determined by the ESD for the region where the work is performed. Obtain ESD wage information by calling 1-800-215-1617 or consulting http://www.wa.gov/esd/lmea/occdata/oeswage/TOC000.htm.

5. Classification. In the cases where the ESD does not have a job classification that is similar to the work being accomplished, the applicant/sponsor should seek IAC staff approval of an additional job classification. The request to IAC should include the job description, recommended volunteer wage, and information that supports the recommended wage.

6. Start Time. Volunteer donation time starts once the volunteer has arrived at the project site and begins work. In cases where the project is located outside the volunteer's community, the start time begins when the volunteer leaves home or the agency/organization work station, whichever is closer to the work site.

7. Travel Time. Travel time is not considered a donation if the volunteer is reimbursed for mileage/transportation costs.

8. Other Employees. When an employer other than the project sponsor furnishes the labor of an employee, these services are valued at the employee's regular rate of pay (excluding fringe benefits and overhead costs). These services must be in the same skill area for which the employee is normally paid.

Donated Real Property
1. Definition—The transfer of privately owned real property to the project applicant at no cost.

2. The transfer of title to the applicant must not occur prior to the execution by the IAC of the Project Agreement, unless such action has been previously approved by the IAC under the Waiver of

Retroactivity procedure.

3. The donation must consist of real property (land and improvements) which would also qualify for IAC funding. The value of any real property donation must be established by an appraisal report and appraisal review prepared under the procedures outlined in IAC Manual #3.

4. If the donation does not adjoin the tract being acquired, it must stand on its own merits as an acceptable public recreation or habitat area in order to be considered an eligible donation. The property must be within the jurisdiction of the project sponsor.

5. Donations are eligible in a project only to the extent that there are additional acquisition, development, or planning costs to be met by IAC.

6. Any portion of a real property donation not needed as part of a project's local match can be held by a non-profit land trust, organization and/or party for match in another project.

Donated Materials

1. Definition—Materials provided to the project applicant for no cost.

2. Valuation must reflect the lower of the donor's cost or current market value of the materials at the time used. Local vendors can provide these values.

Corrections Labor

Corrections labor is the work performed by a person due to a sentence passed down by the criminal justice system or through work release while incarcerated. This includes work performed by individuals while incarcerated as well as work by those performing community service in lieu of a fine or jail time.

Sponsors can value corrections labor according to IAC's donated labor policy. If workers are paid, sponsors may claim the wages as a reimbursable expense. The difference between the amount the worker is paid and the donated labor rate (as determined by IAC's donated labor policy) can be claimed as a donation.

Example: The worker is a skilled equipment operator and the sponsor provides documentation that supports a labor rate of $22.00 an hour. If the worker is paid 35¢ an hour, the sponsor could claim 35¢ an hour as a reimbursable expense and claim $21.65 an hour as a (non-reimbursable) donated labor match for an IAC project.